



## Module 5: Staffing

This module features questions relating to staffing skills and levels, position responsibilities, and library support for ongoing human resource training efforts.

How your library chooses to address the questions within this module is a local determination, so there may be several different, but perfectly acceptable, answers to the same question. The questions address situations at many libraries; however, there may be additional or unique staffing or training situations at your library that you are encouraged to consider in your overall review of the topics covered in the module.

When reviewing the questions, please consider all public services, technical services, and administrative library personnel at the designated depository, selective housing site(s), and other depository collection housing locations and service points that contribute to your library's depository operations and services.



[Self-Study Module 5: Staffing](#)

### Working with the Module Part in PDF

For technical information on how to work with the PDF portion of the module, please consult the information found in the [Introduction](#) to the Self-Study.

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### GPO Resources and References to Review

**Please review the resource listed below before completing this module.**

\* [Federal Depository Library Directory](#)

**The following are descriptions of staffing from the [Federal Depository Library Handbook](#) (FDL Handbook):**

"Updating your depository's information in the Federal Depository Library Directory [is] a requirement of FDLs." FDLH, chapter 11, Collaborative Efforts

"Your depository library should not be thought of in isolation, but as an integral part of the larger library. Internal promotion consists of cross-training, circulating e-mails, routing interesting government documents, conducting tours, and other activities which promote your depository collection to internal staff, faculty, and administrators." FDHL, chapter 4, Public Services

**The following are descriptions of staffing from FDLH, chapter 10, Staffing.**

"Your library must assign staff with appropriate professional and technical skills to maintain depository collections and provide programs in a timely manner, consistent with staffing of other library operations."

"Any depository collection and/or operation outside the jurisdiction of the director of the



designated library must be covered by a selective housing memorandum of agreement (MOA) ... and should also have a depository coordinator.”

“If the library position that includes responsibility for depository coordination is vacant, your library must designate another point of contact to serve until the position is filled.”

“In order to ensure an efficient and effective depository operation, staff who have depository responsibilities should also keep up-to-date on new developments through participation in professional organizations, e-mail discussion groups, attendance at workshops, and professional reading. Depository staff should also attend local and national meetings devoted to depository-related issues.”

“As more tangible and online government publications become integrated into library collections, catalogs, and services, shared staffing responsibilities and knowledge of government information become more important. All of your library staff should be informed of and trained in depository functions and resources, thus ensuring and improving access to government information. Cross-training should be provided for staff involved in all areas of depository library work, including public services, technical services, and technical support.”

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## **Library Resources to Gather and Review**

- \* Position descriptions of personnel (as available)
- \* Library organization chart
- \* Records or evidence of attendance at conferences, training meetings, participation in online training, etc.
- \* Any selective housing site agreement that your library may have with another for the sharing of depository resources.